



College of Journalism and Mass Communications  
University of Nebraska-Lincoln

# Student Travel Checklist

CoJMC-Sponsored Travel

A CoJMC-Sponsored trip is any trip that is organized, funded or led by any faculty or staff member in the college. This excludes RSO trips not funded by the college.

Items required for participation in all CoJMC-sponsored trips are included in red below.

## Preparation

- Obtain information on what expenses will or will not be funded by the college as part of the trip.
- Obtain cost object for UNL charges from your professor for airfare and car reservations - if funded
- Provide your name, NUID and emergency contact to your professor
- Review and sign the Student Travel Code of Conduct
- Review the emergency preparedness plan for the trip(s)

## Travel Arrangements *(if funded)*

- Airfare: Work with your professor to make airfare arrangements
- Ground Transportation: Obtain Driver authorization through UNL Transportation Services
- Make lodging arrangements (You pay. The college will reimburse you after the trip if lodging is funded.)
- Make any other arrangements assigned by your professor

## During Trip

- Collect the following ITEMIZED receipts (only if they are funded as part of the trip):
  - Lodging - need detailed receipt/folio
  - Meals - must be itemized, credit card receipt not sufficient
  - Other expenses related to the learning experience - personal expenses will not be reimbursed

## Upon Return

- Collect ALL receipts for funded items, organize them chronologically and submit them, along with a student trip cover sheet to Ruth Polacek's mailbox in 147 Andersen Hall.